



FREQUENTLY ASKED QUESTIONS

GENERAL

Can anyone use Wellogic? Yes, anyone can search for well records. However, data entry and data modification are reserved to contractors, local health departments, and State of Michigan staff.

What kind of information can I get out of Wellogic? Wellogic contains water well and pump records, pump installation only records, and abandoned well plugging records.

Does it cost anything to use Wellogic? No, it's free!

How long has Wellogic been in existence? Since February 2000.

What do I do if I forget my password? Simply click on the "forgot password" link in the log-in area. After entering your user ID and answering 2 of the challenge questions you set up the first time you logged in, you will be sent an email with further instructions. If you don't remember your challenge questions, simply email Wellogic@michigan.gov for a password reset.

How can I get the data from the well records? There are two links on Wellogic's homepage to download the data. One contains lithology and one does not. The Wellogic data is updated weekly.

Why should I submit my well records into Wellogic? The quality of the data submitted is better due to error checks, it is quicker and easier to submit them electronically, and it provides a professional-looking document for your customer.

Who can I contact if I have a problem using Wellogic? The quickest way to contact the Wellogic Help is to send an email to Wellogic@michigan.gov.

SEARCHING & PRINTING RECORDS

How many well records can I view and print at one time? You may retrieve up to 250 records at a time. If more than 250 records are found, you will be asked to modify your search criteria.

I tried searching on the well address, and I keep getting no results. What am I doing wrong? Well address and well owner are wildcard fields that must be used correctly. The best way to use these fields is to enter only the main part of the search term (street name, owner last name). For example, to search on the well address 100 Main Street, enter only the street name, Main. This will retrieve every record with Main in the well address, instead of limiting you to those that were entered exactly as 100 Main Street.

I could not find my well record in Wellogic, is there anywhere else I can check to find it? If the well was installed in 1999 or earlier, go to www.eGLE.state.mi.us/well-logs to search for it. That site has scanned copies of the well records searchable by county, township, town/range, and section. Wellogic is primarily well records 2000 and newer. You can also contact the local health department. Sometimes they have well records that the state doesn't have.

Is there a way to get a list of all the well records that only I have entered into Wellogic? Yes, simply go to the search screen and enter your user ID in the "created by" field and click "search". Remember that you are limited to retrieving only 250 records at a time, so you may need to narrow your search by location or date range.

SUBMITTING RECORDS

If a contractor doesn't submit their records into Wellogic, are the records entered into Wellogic by someone else? Yes, EGLE and some local health departments enter the well records that the contractors don't enter. 80-85% of the well records are submitted directly into Wellogic by contractors.

If I submit my well records into Wellogic, do I need to still send paper copies of the record to the health department? No, local health departments retrieve the contractor submitted well records directly out of Wellogic. However, you do need to print a copy of the Wellogic record and sign and date it for your customer.

Can someone other than the person who originally submitted the record change it? Yes, Wellogic Administrators and local health departments have the rights to modify well records. Contractors can only modify those records which they submitted within 10 days of that submittal.

Can I, as a contractor, change a well record after I submit it? Yes, a contractor has 10 days to make changes to a record they submit provided they submitted within the 60 day submittal requirement. Those records that are available for modification can be found on the "Well Records Available to Modify" tab.

The health department needs me to change a record, but it is past my 10 days to make changes, what do I do? Send an email to the Wellogic Help at Wellogic@michigan.gov and simply include the Well ID and what needs to be changed. You will receive an email response after the change is made.

Can I delete a record after I have entered it into Wellogic? No, only the Wellogic Administrator can delete well records. To delete a record, send an email to Wellogic@michigan.gov and be sure to include the Well ID and the reason for deletion (e.g. entered record twice).

How does the local health department know if I submitted the well record into Wellogic within the 60 day requirement? They compare the date of completion to the date you submitted the record located in the bottom right corner of the record.

Are all of the fields in Wellogic required? No, several fields such as: Tax Number and Permit Number are not required fields in Wellogic. However, if the local health

department requires them and/or you have the information, you should enter it. Other fields may not be required depending on the drilling method or construction.

What is the Source ID/Well No. and WSSN (water supply serial number)? These fields are used only for Type I and Type II public water supplies. While these fields are not required, the information can be obtained from either the local health department (Type II wells) or EGLE (Type I wells).

Is there a way to link well records together? Yes, Wellogic allows you to link plugging records, well deepening records, and pump installation records to the original drilling records.

I am not installing the pump until next year, should I wait to submit the record after the pump is installed? No, Wellogic allows the contractor to modify a record at any time to submit the pump installation. So, the drilling record can be submitted, and the record modified at a later date by the contractor to add the pumping equipment.

What do I do if I see a mistake on a well log in Wellogic that I didn't enter? Send an email to the Wellogic Help at Wellogic@michigan.gov and include the Well ID and the reason for the change.

If I am using something not included on a picklist, what do I do? First, choose "Other" from the pick list and then type the information into the notepad and click "OK".

I need to enter a well record in a county that is not on my county pick list, what do I do? Simply, log-in and click on "Profile". Click on your county list and add or delete counties as needed. You can also modify your name, email address, phone number, and fax number.

How do I know if the latitude and longitude I am providing on the well record is accurate? There are different options available to you to check the accuracy. Within Wellogic, you can click on the "check latitude and longitude accuracy" button on the coordinate data entry screen. This will bring up a map showing the location of the well based on the latitude and longitude entered. It also compares that location to the location (county, township, town/range, section) that was entered on the Well Details screen. You have the option to move the well location on the map and update the data entered. After submittal of the record, you can check the accuracy of the latitude and longitude by using an online mapping tool such as EGLE's Water Well Viewer or Google Maps.

Is there a website where I can see the wells plotted on a map? Yes, go to EGLE's Water Well Viewer <https://www.mcgi.state.mi.us/waterwellviewer/>.